

Introduction

The incumbent is Assistant to the Regional Director for Administration and is in charge of all administrative functions and activities in the Region. In this capacity, the incumbent is responsible for a wide variety and heavy volume of administrative management and advisory activities. This requires him/her to provide interpretations and make decisions on various questions concerning administrative regulations. The incumbent provides resource management leadership, analyses, advice, and consultation and makes recommendations to expedite expenditure requirements. He/she also makes recommendations on quality improvement initiatives with a view toward achieving the optional level resource management in the region.

A. Supervisory Responsibilities

1. Work Planning and Organization Financial Management

The incumbent manages the financial affairs of the region, which includes the proper preparation and submission of a variety of financial reports studies and data that require in depth analyses of program needs and available funds. Manages the preparation of analytical financial reports and studies and presents them to the RMT. Standard analytical techniques are used, e.g., cost-benefit, cost-effectiveness, and break-even analysis. Ensures the provision of reviews of national policy and procedure and recommends how these can be modified to meet regional needs. Ensures that funds are properly allocated, budgetary controls/systems are in place and that over-obligation is prevented. Responsible for the development, consolidation and submission of regional financial impact statements which emphasize administrative and program financial needs to the Resource Management Staff (RMS). Ensures that the assembling of budget estimates are prepared to meet the program priorities established by the RMT. This includes the development of background data in support of the budget. Provides advice and guidance on budget preparation to managers and supervisors. Ensures that both potential and actual financial concerns/problems are immediately communicated to RMS so that they can be dealt with at the national level.

Human Resources

Responsible for managing the successful administration of a regional personnel function which includes Merit Promotion through the CS-11 level, temporary appointments, recruitment, training and development, special emphasis hiring, and technical assistance on a variety of personnel matters.

Manages a regional recruitment program that provides both short and long range initiatives so that viable candidates for professional, technical and clerical positions in a diverse work force are provided information about career opportunities and available positions within APHIS.

Manages the development of annual staffing plans, ensuring long-term trends and effects of various position management, staffing, and recruitment strategies are defined and the most cost effective recruitment methods are used in concert with the overall requirements of the regional program. Participates with senior managers as a member of the Regional Position Management Committee. Recommendations include administrative and program personnel initiatives.

Administrative Services

Manages all procurement actions; analyzes procurement programs and develops methods to improve efficiency; evaluates requests and approves/disapproves or recommends alternative purchases.

Manages the regional space requirements so that off ice space satisfies both operational needs as well as space regulations. Negotiates with Field Servicing Office (FSO) and other entities on space acquisition and relocation. Responsible for facilities management functions which include construction, alteration, maintenance, and repair of government owned properties in the region.

Manages the regional vehicle fleet, property, and equipment inventory.

Conducts analysis in this area and recommends changes to fleet distribution, acquisition, etc.

Management Analysis and Planning

Conducts reviews and studies to evaluate the effectiveness of the overall regional operations and recommends appropriate corrective action. Analyzes data collected through work measurements and other systems to provide advice on achieving the most efficient allocation and use of available resources. Defines program trends and objectives in specific management of resource terminology, identifies critical needs and areas of opportunity, and establishes measures of program effectiveness. Formulates and compares alternative ways of accomplishing goals and objectives. Coordinates studies, provides analysis and recommendations for ways to determine the basis for redirecting program activities and resources by providing information to the Director. The information allows the establishment of an appropriate balance among competing areas, taking into account formal cost-benefit considerations and varying area, regional, and national needs.

Coordinates a quality improvement program in the Region that emphasizes total quality management through principles of quality assurance and quality control to ensure that the resource management services provided by regional employees achieve high standards of quality, timeliness, and efficiency. Develops systematic ways and structured approaches to improve the products and services and to identify and solve problems. Coordinates training needs to increase and maintain quality awareness throughout the Region.

Identifies and defines administrative and personnel management problems, explores alternatives, collects necessary documentation and prepares explanatory materials for final action of Regional Director. Directs the composition of letters, memoranda, and other correspondence on all phases

of personnel management and administrative services. Identifies administrative and program data and information needed to provide guidance to the Regional Director. Initiates, develops, and implements into operation and maintenance adequate planning and recording systems to present necessary data and reports on personnel management and administrative services for regional managers and operating officials. Coordinates organization and manpower studies that, based on findings, impact the entire region. These studies take into account program needs, agency priorities, budget constraints, etc.

Information Resource Management

Provides leadership and planning in the area of Information Resource Management (IRM) by evaluating and coordinating the regional needs systems and distribution of hardware and software throughout the multi-state Region and ensures that systems designed and developed are properly defined, documented, and completed on schedule. Ensures that the security for IRM systems in the Region are maintained in accordance with standards and guidelines (includes compliance with Agency IRM requirements). Identifies IRM training needs and methods.

Actively participates in automation initiatives having region wide and nationwide impact. Works on program needs and detailed analyses, recommends the procurement of a variety of equipment.

2 . Work Assignment And Review

Assigns work and projects and explains requirements to subordinates for projects and studies. Explains new assigned activities, functions, goals, and priorities. Resolves technical problems subordinates encounter in carrying out this work. Sets performance standards and reviews work in progress to ascertain the adequacy of work for comparability with regional standards and goals.

3. Supervisory Personnel Functions

Resolves issues relating to anticipated vacancies, increased workload, distribution of workload, and the need for temporary or additional staff. Interviews and hires employees. Resolves informal complaints of employees and takes disciplinary action. Approves leave, identifies developmental and training needs of subordinates, and provides advice, counsel, and instruction to subordinates on administrative and work matters. Prepares performance standards and formal evaluations of subordinates' performance. Make decisions on work problems presented by subordinate supervisors. Evaluates subordinates' supervisors and reviews evaluations and recommendations for award made by them on other employees.

4 . Full and Final Technical Responsibility

The incumbent is fully responsible for the day-to-day activities of the Administrative Office.

B . Non-Supervisory Responsibilities

Responsible for functioning as the Region's internal consultant to define, plan, consult on, and evaluate all aspects of administrative, personnel, and resource management and provide expert advice to top management officials and others on the most difficult and complex issues and matters. Work requires producing solutions to various problems and recommendations for further projects which will facilitate the achievement of the program objectives of the organization. The work involves innovative approaches which are often times untried at the level of application, which is a geographically dispersed work force.

Represents Regional Director in contacts with representatives of other USDA and Federal Agencies, State Agriculture employees, colleges, universities, local groups, and the general public to enlist cooperation, explain program and/or give or secure information on administrative matters of mutual interest and concern. Relieves supervisor of administrative details and performs special liaison assignments as requested.

C. Supervision Received

Incumbent is under the supervision of the Regional Director, who describes scope of Regional goals and objectives. Incumbent has substantial freedom to design administrative program and work plans to meet management needs. Policy questions with Regional implication are discussed with the Regional Director for clearance but seldom for direction. Advice is accepted as technically sound, and findings and recommendations are usually acted upon. Work is reviewed only in terms of achievement of objectives.

D. EEO

Provides equal opportunity in employment for all subordinates, applicants, and new hires, prohibits discrimination in employment based on race, color, religion, sex, national origin, age, or handicap condition and promotes a full realization of equal employment through continuous affirmative actions within the work environment. When employees under direct supervision of the incumbent have been assigned specific EEO or Civil Rights functions and responsibilities, the incumbent is responsible for assuring adequate time, resources, and support for the accomplishment of these duties.